

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **February 16, 2012 at 6:00 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: TERRY WATERMOLEN, DON CARMICHAEL, CHRIS FROELICH, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, VICKY VAN VONDEREN, and CHRISTOPHER WAGNER

EXCUSED: CARLA BUBOLTZ

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman and Curt Beyler (staff). Kevin Raye (BC Information Services Network Manager and Interim Director); Julie Archiquette, Green Bay; and Becky Phillips, Green Bay (public).

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

There were no modifications to the agenda. Motion by Carmichael, seconded by Froelich, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

Communications included a letter from the WI Regional Building Committee #2 thanking the library for the availability of meeting space with kitchen facilities, Internet service and comfortable, well-lit rooms; and a letter expressing thanks for allowing the Model Railroaders to be part of the Kress Family Branch Library.

Terry welcomed Christopher Wagner to the Board. Chris stated he is looking forward to serving on the Board.

OPEN FORUM FOR THE PUBLIC

No one from the public wished to address the Board.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Lynn noted that staff is working on Enterprise, the new online catalog. It has been introduced to staff and is available as a preview to the public through the library's web site; SAM, the PC reservation system, is being upgraded and Sara Evers is working on adapting the library's hardware. I.S. is scheduled to configure RFID software so tagging of the materials at the Central Library can begin. There were no other comments or questions related to the distributed report. Al Pedi is involved on talks about a new P.A. System at the Central Library.

FACILITIES REPORT

a. Report of Central Library Renovation Task Force (Kathy Pletcher and John Hickey) Kathy reported that they gave a presentation to the County Board. Terry noted that Kathy and John did a phenomenal job explaining the project. A total of 20 votes are needed to approve the funding for the architectural plans. This approval will allow the library to continue to move forward. John talked about grant opportunities, and target-valued design which will examine where costs can be lowered. Copies of Kathy's speech that were distributed help explain the project and give a good understanding of the library's position. Kathy is interested to know about any questions that may come up so they can be addressed. The new target value was lowered because escalating costs and costs for appreciation that haven't taken place were built in to the original amount. Reserves will be planned for duration of project. As previously discussed, once details are determined, fund raising can begin. It is a lot easier to raise funds for new buildings than it is to raise funds for repair. Discussion took place around the county's responsibility to one of its buildings; the community's willingness to pay for deferred maintenance; private fund raising; grants; and naming rights.

The Central Library's problems will still exist whether the renovation takes place or not. The Task Force's presentation is very factual. Bonding approval is important because it will give professional and accurate information on how to proceed if systems fail – which will eventually happen. A date for bonding has not yet been established.

Kevin Raye left the meeting at 6:44 p.m.

- a. Other Activity** Updated copies of the Library Community Sustainability Plan were distributed. The updates reflect a fair amount of progress. Curt reported that the partial replacement of the cork floor at the Kress Branch is complete. A meeting will be held with Boldt and FGM to determine the next steps for the Central Library elevators.

ACCOUNTANT'S REPORT

a. Financial Report There are no reports available.

Financial Secretary's Report: John Hickey reported on and reviewed the following Special Library Funds as of 12/31/11:

Lester Wood Trust Fund, designated for the maintenance of the Central Library (Wood) Memorial Garden:
Principle balance \$13,432 and interest balance: \$5,286;

Fredricka Crane Trust, designated for the purchase of art and music books: Principle balance: \$8,604 and interest balance: \$169;

Nicolet National Bank account balance (donated funds designated for studies related to the repair and renovation of the Central Library): \$8,906.

Monies held at the Greater Green Bay Community Foundation are for library improvements.

Motion by Carmichael, seconded by Pletcher, to approve the financial secretary's report. **Motion carried.**

b. Acceptance of Gifts, Grants and Donations A donation report was not available.

2012 BUDGET

a. Carryover Funds There are still outstanding entries but an early estimate totals \$355,491 in a carryover balance. \$64,000 is committed for book purchases. The budget shortfall was remedied by using \$94,000 from the fund balance. The carryover balance remaining is about \$197,000. Terry reminded that board that carryover projects are prioritized according to increased safety and technology efficiencies. Decisions are based on best utilization of dollars and priorities.

RFID UPDATE

Training on tagging and converting took place recently. Floor spaces have been reconfigured in anticipation of the automated materials handling equipment. The public side floor design is in the works. The go-live date is undetermined as the project has many facets (I.S., portability of tagging equipment, availability of volunteers and staff) but tagging the collection is expected to take about 3 months. It is recommended to have about 80% of the collection tagged before turning the system on.

The Southwest Branch is experiencing very good results as almost 60% of their check outs are from the self-check.

Lynn Stainbrook and Lori met with RFID Solutions, a company that specializes in custom AMH equipment. They will be quoting a price for a 2-bin sorter.

APPROVE ACTION FOR EMPLOYEE TRANSITION

Terry, Lynn S., Lynn H. and Chris met with attorney John Haase, to explore the possibility of a resolution that when passed, would transition staff to library employees and recognize that library employees are employees of the library board. The advantage of a resolution is that it would take less time to acquire and be less expensive than a declaratory judgment. A declaratory judgment could take months and months and also be subject to escalating costs and fees. It is in both the library's and county's best interest to resolve this issue quickly. Chris Froelich agreed that resolving the issue instead of ending up in litigation is a good plan.

Lynn Stainbrook reported that the county has refused to implement any of the recent Library Board approved policies, pay rates, Table of Organization changes, position changes, personal time allocation – everything. All these changes are at a complete stand still. The library is allowed to continue to offer extra hours. Prior to this, positions could be filled, change to the Table of Organization could be made with proper notification to Ed & Rec. The County Executive is insisting that library employees follow County Code Chapter 4 in its entirety.

The issue comes down to Library Board responsibility. Streckenbach has indicated that the Library Board has never formally said they would exercise their authority and take on the responsibility. Is this a procedural issue? State law trumps county code. Even if the Library Board passes a letter indicating their intent to resume authority, the county board could still oppose it. It was recommended to discuss this further with legal counsel. It is apparent that this issue needs resolve. Terry suggested that the library board authorize the allocation of \$5,000 to secure Hasse to get this done. Undesignated donation funds will be used to cover this expense. The board agreed that this is an appropriate use of these funds.

Motion by Carmichael, seconded by Kegel, to authorize up to \$5,000 with initial payment of \$2,500 from Dorothy Krohn Fund to work with and give authority to Haase to work toward a resolution. **Motion** by Kegel, seconded by Wagner, to authorize Library Board officers to work with Lynn S. and counsel John Hasse to complete work between meetings. **Motion carried.**

REPORT OF WORK RULES COMMITTEE

The Committee has been talking about the culture of the library and brainstormed about the environment, employee handbook, job descriptions and job analysis, communication and setting policy. The committee's priorities that will be worked on over the next several weeks are library culture, job descriptions and job distinctions. The goal is to create an environment/culture of cooperation while focusing on the library's vision and values.

APPROVE FILLING OF OPEN POSITIONS

There are a couple open clerk positions that will be filled with clerks.

APPROVE WI PUBLIC LIBRARY ANNUAL REPORT

Lynn Stainbrook reviewed the draft 2011 public library annual report which contains several different sections that report on the library collection; library services; library governance; operating revenue and expenditures; staff; loans of material to out-of-county residents; technology; services to youth; and compliance with and system effectiveness of library system. 2011 saw the highest circulation ever. Registered borrowers total 160,000 out of 249,000 county residents.

There were some areas of concern regarding the effectiveness of the library system. The board agreed to indicate that the system did not provide effective leadership and would detail the issues to explain this decision.

Motion by Kegel, seconded by Froelich, to approve the 2011 WI Public Library Annual Report with agreed upon changes and final approval from the Library Board President. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update Lynn reported that the NFLS Board met. Both Chris Wagner and Paul Kegel were in attendance. The system annual report was approved and Rick Krumweide gave an update on the OWLS automation system.

PRESIDENT'S REPORT

Terry again welcomed Chris Wagner to the Board and noted that he will be a great asset. He also reiterated how well the presentation to the County Board by the Task Force went.

DIRECTOR'S REPORT

Chris Wagner accompanied Lynn S. to Legislative Day in Madison. They both met with several aides. Legislative day is a good networking opportunity. Lynn thanked Curt, Lynn H, Lori and Sue for the work they do.

The Central skylight ribbon cutting was a success. Terry, Vicky, Kathy, Chris W, John represented the Library Board at this Saturday morning event. Reid Ribble was eloquent and was very praiseworthy of the project. Lynn S. and Curt gave him a tour. In addition to Ribble, Terry, Lynn S. and Troy Streckenbach spoke. There was good media coverage, Others in attendance included Mayor Schmitt, County Supervisor Pat Evans, Representatives Jacques and Van Roy, Senator Dave Hansen, Julia Wallace from NFLS Board, FBCL President, Barbara Kane and others from the companies that worked on the project. Sue Lagerman organized the ribbon cutting and created the "building momentum" notepads.

ED & Rec met at Kress Family Library and toured Model Railroaders exhibit.

The Wrightstown fundraiser is scheduled for March 3 at Mid Valley Golf Course and will feature wine and cheese tasting. Hors d'oeuvres will also be served.

Lynn S., Lynn H. and Sue will be attending the Public Library Association conference March 13 – 17 in Philadelphia.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

Chris W complimented Lynn on her talking to representatives at Legislative Day.
Vicky reminded that the Ed & Rec meeting in April will be Jesse Brunette's last meeting.

ADJOURNMENT

Motion by Froelich, seconded by Van Vonderen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:50 p.m.

NEXT REGULAR MEETING

March 22, 2012

Central Library

515 Pine Street, Green Bay

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary